

Windham Record Retention
Committee
Minutes 01-21-2016

The meeting was called to order 10:35am

Present: Nicole Bottai, Chair, Margaret Case, Secretary
Doreen Demone, Joel Desilets and Kathleen DiFruscia

Excused: Bob Coole

Absent: Ruth Robertson

The Board welcomed back Kathleen DiFruscia

Nicole Bottai informed the committee that the letter to the Department Heads and Committee Chairpersons has not been sent out. It will be sent out shortly.

Minutes: A motion to approve the minutes of 11-19-2015 made by Doreen Demone and seconded by Joel Desilets Vote: 5-0

The BOS approved putting on the warrant our request for \$50,000 to help to digitize the records that are in the safe and set up an archive system.

The committee hopes to provide internet access to the records at a not too distant time. Preserving the history of Windham is very important. Nicole talked about having representative's from other groups join the committee. (Museum Trustees, Historical Society, Library and the HDC) Now that we have new Finance Director and a new Police Records clerk They will be invited to the next meeting March 17, 2016.

Motion to adjourn at 11:17am by Joel and seconded by Doreen. Voted unanimous

Submitted by:

Margaret A Case, Secretary